



September 29, 2008

Consultant
Address
City, State Zip

Dear Consultant:

Lehi City is in the process of soliciting proposals for Professional Planning/Landscape Architect Consultant Services in order to provide the City an update to the Parks, Trails, Open Space and Recreational Facilities element of the General Plan. The purpose of this plan is to be a guide for the future decisions that will be made for parks, trails, open space and recreation services and facilities for the City of Lehi. Proposal Documentation and Scope of Work are enclosed.

Proposals must be received at City Hall by 5:00 p.m. on October 30, 2008. Mail proposals to Lehi City, attention Purchasing Agent Alyson Alger, 153 North 100 East, Lehi, Utah 84043 or deliver at the same address.

Proposals shall be firm for 120 days from November 3, 2008.

Lehi City reserves the right to refuse any and all proposals received, or to accept proposals in part if the City so desires.

For additional information or questions relative to the enclosed documentation, please call Jamie Davidson, City Administrator or Brenn Bybee, Management Analyst at 768-7100 ext. 1; or email at jpdavidson@lehi-ut.gov or bbybee@lehi-ut.gov respectively.

Sincerely,

Jamie Davidson, City Administrator

REQUEST FOR PROPOSALS
PARKS, RECREATION AND TRAILS MASTER PLAN

I. PURPOSE

It is the intent of Lehi City, Utah to enter into a contractual agreement, awarded pursuant to this request for proposals, with a Professional Planning/Landscape Architect Consultant to create a Lehi City Parks, Recreation and Trails Master Plan.

II. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of the contract pursuant to this request for proposals, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment due to race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary for normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

III. INSURANCE REQUIREMENTS

- A. The contractor shall provide at the contractor's expense, no less than the following insurance for said contractor and employees in connection with their work under this contract.
 - 1. Workman's Compensation: As required by the Labor Code of the State of Utah and Employers Liability limits of \$100,000 per accident.
 - 2. General Liability: \$2 million aggregate and \$1 million combined single limit per occurrence.
 - 3. Auto Liability: \$500,000 combined single limit per accident for bodily injury and property damage. "Any Auto" coverage is required.
- B. The contractor shall indemnify and hold harmless Lehi City against and from all liability, claims, damages, demands and cost; including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of

or in connection with the project and the performance of the work under this contract.

IV. SCOPE OF WORK

A. General

1. Statement of Intent

The Parks, Trails, Open Space and Recreational Facilities Master Plan is intended to update, specify and consolidate existing General Plan elements (see Exhibit A), incorporate community goals and objectives, and formulate implementation strategies. The plan will serve as a decision making tool to assist in providing direction for effective and equitable planning and development of parks, recreation and trails facilities for Lehi City, on a 5, 10, and 20 -year basis. Lehi City desires to enter into a contractual agreement with a qualified and responsible planning/landscape architect consultant that can complement City resources in accomplishing project goals.

2. Project Goals

- a. Analyze, evaluate, quantify and measure the current plan.
- b. Translate community vision into a realistic, strategic and comprehensive 5, 10, and 20 -year planning tool. Identify the value and importance that parks, open space, recreational facilities and trails play in each citizen's personal life, community vitality, and their potential for improving the quality of life in general.
- c. Create, formulate and integrate a 5, 10, and 20 -year plan process identifying recreation opportunities, recreation areas, historic areas, population characteristics, demand for recreation (including urban and private), special user groups, open space preservation, environmental quality, trails, needs and requirements, park classes and development standards, development plans, planning strategy and a strategy for implementation into a single document, creating an organized framework for accomplishing planning objectives.
- d. Articulate appropriate development policies, properly timing the availability of services and infrastructure to accommodate new parks, recreation and trails facilities.
- e. Prepare a plan for parks, recreation facilities, trails, and open space that will guide future acquisition and development decisions (on a 5, 10, and 20 -year basis).

- f. Meet state and local statutory requirements for general, comprehensive and strategic planning. Follow the standards and guidelines used by the National Recreation and Parks Association.

3. Plan Area

The Parks, Recreation and Trails Master Plan Area includes the existing incorporated boundaries within Lehi City (see Exhibit B). In addition, all unincorporated county islands within the Lehi City boundaries must be addressed (See Map Attached).

B. Specific Tasks Requirements

Task 1: Community Participation Requirements

1. City's Role: To review and provide a summary of the work elements and recommendations of the Lehi City General Plan (Parks and Recreation element) and the 2008 Parks Impact Fee Study. The City shall work in concert with the consultant in developing a community needs and preference survey (as part of the General Plan Update) identifying City resident attitudes and opinions in regards to parks, recreation and trails facilities and programs in Lehi City. The City shall be responsible for coordinating the consultant's work with various governmental departments and agencies, appointed boards, City committees, community groups, Chamber of Commerce, land owners, land developers, business and future development interests within and outside the Parks, Recreation and Trails Plan Area that may affect, or be affected by the plan. The City shall also be responsible for scheduling all community meetings, providing adequate notice, and arranging facilities.
2. Consultant's Role: To facilitate active community participation. The consultant shall be present and prepared, as appropriate, to facilitate all public meetings and/or citizen participation workshops concerning the Parks, Recreation and Trails Plan. This task should be structured to extract concerns and opinions from all interest groups having to do with parks, open space, recreational facilities and trails. In addition, a minimum of one open house will be held to present the draft plan and solicit public comment prior to formal public hearings.

Task 2: Inventory and Evaluation of Existing and Proposed Facilities

1. City's Role: To complete an inventory of existing and proposed parks, undeveloped park land, recreation facilities, trails, public school grounds, private facilities and recreation programs within the planning area. The City shall also compile and synthesize all relevant reports, studies and other background data. The City intends to complete this task within

forty-five (45) days of notice to proceed. In addition, the City shall review the consultant's analysis and provide technical assistance as necessary.

2. **Consultant's Role:** To analyze all compiled inventory data, tabulate and prepare relevant maps, charts and matrices. The consultant shall identify and map existing, proposed and undeveloped parks, recreation and trails facilities within the Parks, Recreation and Trails Plan Area, analyzing existing uses and conditions. Assess the adequacy of our existing facilities in meeting current and projected needs. To ensure uniformity and consistency in the data collection process, a standardized definition should be given for each type of recreational facility including public school grounds and private facilities. Recreational uses and facilities shall be identified and classified into distinct areas. Once the needs assessment and analysis is complete, each area shall be further distinguished by its existing and desired future character. The desired future character shall be further distinguished on a 5, 10, and 20 -year basis.

Task 3: Needs Assessment and Analysis

1. **City's Role:** To compile all existing and relevant data and maps within sixty (60) days of notice to proceed. The City shall work in concert with the consultant in developing a community needs and preference survey (as part of the General Plan Update) identifying City resident attitudes and opinions in regards to recreation facilities and programs in Lehi City. The City shall also review consultant's analysis and provide technical assistance as necessary.
2. **Consultant's Role:** To analyze all compiled data collected through a community needs and preference survey that provides a 95% confidence level, and to tabulate and prepare relevant maps, charts and matrices. Project the necessary space and facility requirements to meet the community needs. The consultant shall also determine acreage requirements for each class and type of park. Deficiencies or excesses as the case may be should be extended from the present into the years 2013, 2018 and 2028. Other parks contiguous to neighborhood planning areas, which might otherwise offset deficiencies, and school open space figures should be listed separately and not factored into the needs assessment.

Task 4: Environmental Analysis

1. **City's Role:** To compile all existing and relevant data and base maps within sixty (60) days of notice to proceed. The City shall also review consultant's analysis and provide technical assistance as necessary.
2. **Consultant's Role:** To analyze all compiled environmental data, tabulate and prepare relevant maps, charts and matrices. The consultant shall

identify and map environmental characteristics and constraints within the Parks, Recreation and Trails Plan Area. Characteristics and constraints shall include but not be limited to: fault lines, wetlands, storm drainage, soils, erosion, propensity for slope failures, water table, and water quality. Environmental sustainability shall be identified within each character area and classified. Classifications could include recreation suitability, restricted activity, unique natural areas and preservation zones.

Task 5: Trail System Analysis

1. City's Role: To compile existing relevant data and maps within sixty (60) days of notice to proceed. The City shall also review consultant's analysis and provide technical assistance as required.
2. Consultant's Role: To analyze existing and compiled trails data, tabulate and prepare relevant maps, charts and matrixes. The consultant shall identify and map trail systems within the Parks, Recreation and Trails Plan Area, including existing and proposed trails and how they may connect to other jurisdictions and various recreational, public, and Forest Service areas. The consultant shall identify the types of use most appropriate for the existing and proposed trails. These categories might include, but not limited to: equestrian, bicycle, roller blades, pedestrian, mountain bikes, walking and hiking. The consultant shall also identify the most appropriate routes based on a variety of factors and issues including, but not limited to: safety, access to open space and parks, logistics (right of way, established facilities, construction concerns, future development, etc.), circulation and opportunities for loop trails and likelihood of use.

Task 6: Operation and Management Plan

1. City's Role: To assist consultant in the development of an operation and management plan.
2. Consultant's Role: To provide a specific plan for carrying out the policies and recommendations of the Parks, Recreation and Trails Master Plan through institutional means. The consultant also shall provide recommendations for organizational structure and guidelines for delivery of parks and recreation services and describe core service functions, how each is to operate and the impact of master plan implementation on them.

Task 7: Park Acquisition, Construction and Maintenance Cost

1. City's Role: To assist consultant in developing estimated costs for park acquisition, construction and maintenance.
2. Consultant's Role: To provide specific cost estimates on potential park

acquisitions, construction, and maintenance. The consultant shall also provide cost estimates for possible updates or remodels of existing facilities.

Task 8: Goals, Objectives and Policies Development

1. City's Role: To assist consultant in goals, objectives and policies development.
2. Consultant's Role: To prepare specific goals, objectives and policies that will integrate the recommendations from the previous sections into a plan of action. At a minimum, the action plan shall address growth, funding and proposed cost, cite appropriate mechanisms to control the nature, timing and location of development for top priority facility projects, and relate the effectiveness of existing regulatory tools to implement policies. Existing recreational programs and services shall also be analyzed for their effectiveness in accomplishing each action plan, and incorporated as appropriate.

Task 9: Plan Adoption

1. City's Role: To coordinate presentation of the plan to the community through various appointed committees, boards and etc.
2. Consultant's Role: To present the completed plan for adoption to the City's Administration Department, Planning Commission, City Council and Mayor. The consultant shall coordinate its efforts with other City retained consultants, as may be necessary, to ensure consistency between planning efforts (i.e., General Plan Update).

C. Product

1. The original and 10 copies of the adopted plan.
2. The original and 10 copies of an 11"x17" four (4) color process plan map, containing an executive summary or the adopted plan.
3. The originals of all tables, charts, maps, illustrations, and other graphics included in the adopted plan.
4. The complete adopted plan text, compatible with the latest version of (1) Microsoft Word, and (2) Adobe Acrobat.
5. All geographic data in a digital format compatible and coordinated with the City's Geographic Information System (GIS). Geographic data base shall be

provided in ESRI format. Non-graphic data base shall be written in Microsoft Word or Excel format. Product acceptance will occur once full compatibility with City's GIS is confirmed.

6. The consultant shall submit all completed products within 6 months of notice to proceed.

7. The consultant shall provide examples of sample products with their proposals.

V. SPECIAL PROVISIONS

- A. Payment shall be made monthly based on percentage of completion of the project. A fifteen percent (15%) retainage will be withheld until final product is accepted by the City.
- B. A detailed company profile shall accompany each proposal, and resumes of professionals who will work on the Lehi City Parks, Recreation and Trails Master Plan shall be provided with the proposal.
- C. Lump sum costs per task shall be bid and professional man hours allocated to each task shall be stated.

VI. AWARD OF CONTRACT

- A. Award of this contract shall be based on the following criteria.
 - 1. The company's demonstrated expertise in developing plans of this nature.
 - 2. The company's response to the Scope of Work for the General Plan update of the Parks, Trails and Recreation element.
 - 3. Cost.
 - 4. Proposal.
- B. The City shall select two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of factors listed above. Negotiations shall then be conducted with each of the offerors selected.

After negotiations have been conducted with each offer or so selected, the City shall select the offer or which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Should the City determine in its sole discretion that only one offer or is fully qualified, a contract may be negotiated and awarded to that offeror.

- C. Lehi City reserves the right to reject any or all proposals, to waive informalities or irregularities, in the proposals received and to reject non-conforming, non-responsive or conditional proposals, and to accept the bid which in the City's judgement best serves the interest of Lehi City.

VII. GENERAL CONDITIONS

- A. Proposals must be received at Lehi City Hall by 5:00 p.m. on October 30, 2008. Proposals received after that time and date will be returned unopened to the sender. It is the responsibility of the offeror to ensure that the proposal arrives at City Hall prior to the time and date indicated above. Mail proposals to Lehi City, attention Purchasing Agent Alyson Alger, 153 North 100 East, Lehi, Utah 84043 or deliver at the same address.
- B. All cost information shall be placed in a separate envelope clearly marked "Lehi City Parks, Recreation, Trails Master Plan" proposal information.
- C. Seven (7) bound copies of the complete proposal shall be provided.
- D. Proposals shall be firm for a period of one hundred and twenty (120) days commencing on November 3, 2008.
- E. Any person or agency on the U.S. Attorney General's list of ineligible contractors will not be considered.
- F. The company awarded the contract shall be required to comply with all state and federal requirements related to the contract.
- G. For questions or additional information on this RFP, call Jamie Davidson, City Administrator or Brenn Bybee, Management Analyst at 768-7100 ext. 1; or email at jpdavidson@lehi-ut.gov or bbybee@lehi-ut.gov respectively.

PROPOSAL

LEHI CITY GENERAL PLAN UPDATE, PARKS AND RECREATION ELEMENT

Total Cost to the City for the Completed Plan

TASK	PROFESSIONAL HOURS REQUIRED	COST
Task 1		
Task 2		
Task 3		
Task 4		
Task 5		
Task 6		
Task 7		
Task 8		